



## Lifesaving Online Instructions for Updating Details

If you change any personal details, such as your email address, residential address or phone number, at any time please use Lifesaving Online to update your personal details.

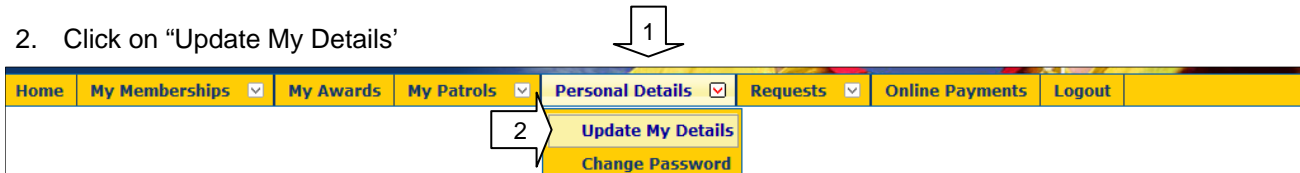
Go to [www.lifesavingonline.com.au](http://www.lifesavingonline.com.au) and login using your username and password.

If you have forgotten your username email [admin@pointleoslsc.com.au](mailto:admin@pointleoslsc.com.au) and it will be emailed back to as soon as possible. If you have forgotten your password follow the links on the login page to have it reissued to your email address. Once you receive your username and password go back to Lifesaving Online and follow these instructions.

**Remember:** You will need **to repeat this process for every member of your family** using the individual usernames and passwords previously created. To avoid confusion I recommend you use the same password for each member of the family.

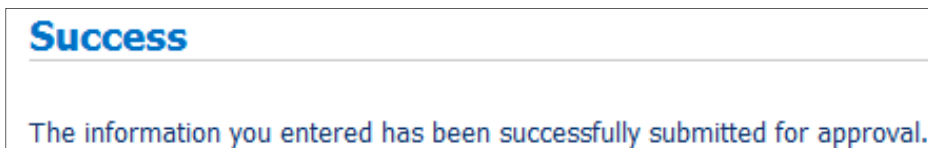
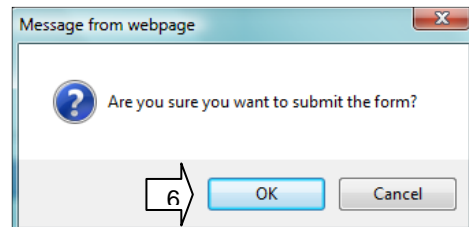
1. Move your mouse pointer over the 'Personal Details' tab in the navigation bar at the top of the page – DO NOT CLICK

2. Click on "Update My Details"



3. Edit any information that is not correct by clicking in the relevant drop down list or box and typing in the correct details. Please use correct capitalisation for names and addresses. ie **Kim Williams Country Club Drive**.
4. Scroll to the bottom of the page and check the box in the confirmation section at the bottom of the page. If renewing your child's membership you will need to fill in your name as well.

5. Click on submit
6. A window will open asking if you are sure you want to submit the form. Click OK.
7. You should receive the following message. If you don't get this message correct/amend errors and resubmit.



8. Don't forget to update the information for the whole family you need to do this for every member of your family that holds a club membership.